

SETTING UP AN ORGANIZATION ACCOUNT IN EFILEAZ

ARIZONA SUPREME COURT



Arizona Judicial Branch



REGISTERING AS AN ORGANIZATION

- Organizations consist of:
 - Law Firms
 - Businesses
 - Exempt Government Agencies
 - Non Exempt Government Agencies
 - Organizations

WHY SHOULD I REGISTER AS AN ORGANIZATION?

- There are 2 or more people who will be using eFileAZ
- Added Administrator functionality:
 - See all filings created by users
 - Create new users or add additional administrators
 - Inactivate users
 - Change user's passwords
 - Edit organization information (addresses, phone numbers, etc)
 - Set up payment tokens for the organization and assign to different users

LET'S GET STARTED!



Enter <https://efile.azcourts.gov> into your internet browser's address field

Click the drop-down
box next to ROLE

Choose
ORGANIZATION

Click
REGISTER

Welcome to the Arizona Judicial Branch Statewide eFiling System Dev/qa

Help [Microphone Icon] [Question Mark Icon]

Login

* Required Field

* **User Name:**

* **Password:**

[Sign In](#) [Forgot Password?](#)

Do not have an account - Register Now!

If you need a portal account, please indicate the filer role you need and click Register.

* **Role:**

Select Role

Attorney
Process Server
Self-Represented Litigant
Transcriptionist
Organization (Business/Exempt Agency/Law Firm/Government Agency)

[Register](#)

and Google Chrome.

SETUP
ORGANIZATION will
be selected as default

Account Registration

* **Registration Type:** ☐ Setup Person ☒ Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

Organization Information

* **Organization Name:**

Organization Name

* **Type:**

Select ▼

* **Primary Email:**

Primary Email

Alternate Email1/Email2:

Alternate Email1

Alternate Email2

* **Address 1/2:**

Address 1

Address 2

* **Country/City**

UNITED STATES ▼

City

* **State/ Zip Code:**

Select State ▼

Zip Code

Phone # (Format ###-###-####):

Phone Number Format ###-###-####

Extension:

[Copy Contact Information to Administrator](#)

Required
fields are
indicated
by a red
asterisk

Select the
TYPE of
organization
from the
drop-down

Enter the organization's
information

SETTING UP THE ADMINISTRATOR

Select the Administrator type from the ROLE dropdown

Administrator

*** Role:**

ID State/Number:

Complete the required fields as indicated by the red asterisk

Administrator

*** Role:**

ID State/Number:

*** User Name:**

Password must be between 6 and 16 characters, with at least 1 number

*** Password:**

*** Re-type Password:**

*** Security Question:**

*** Security Answer:**

The password must be between 6 and 16 characters and include at least 1 number

If the administrator contact information is the same as the person's information added in the Organization Information section, click COPY CONTACT INFORMATION TO ADMINISTRATOR

Phone # (Format ###-###-####):	<input type="text" value="602-555-5555"/>	Extension:	<input type="text" value="555"/>
Copy Contact Information to Administrator			
Administrator			

* First:	Middle:	* Last	Suffix
Name:	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>
* Primary Email:	<input type="text" value="jj@fake.com"/>		
Alternate Email1/Email2:	<input type="text" value="Alternate Email1"/>	<input type="text" value="Alternate Email2"/>	
* Address 1/2:	<input type="text" value="999 Lane"/>	<input type="text" value="Address 2"/>	
* Country/City	<input type="text" value="UNITED STATES"/>	<input type="text" value="Phoenix"/>	
* State/ Zip Code:	<input type="text" value="Arizona"/>	<input type="text" value="85007"/>	
Phone # (Format ###-###-####):	<input type="text" value="602-555-5555"/>	Extension:	<input type="text" value="555"/>
<p>CONSENT TO EMAIL SERVICE: By electronically filing through Arizona Judicial Branch Statewide eFiling System I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided.</p> Register			

efileAZ will copy the contact information from the Organization Information section into the fields here

Enter the administrator's name

By using eFileAZ you are consenting to email service.
See Arizona Supreme Court, Administrative Order 2014-27 for
more information

CONSENT TO EMAIL SERVICE: By electronically filing through Arizona Judicial Branch Statewide eFiling System I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided.

Register

If all fields are correct, click REGISTER

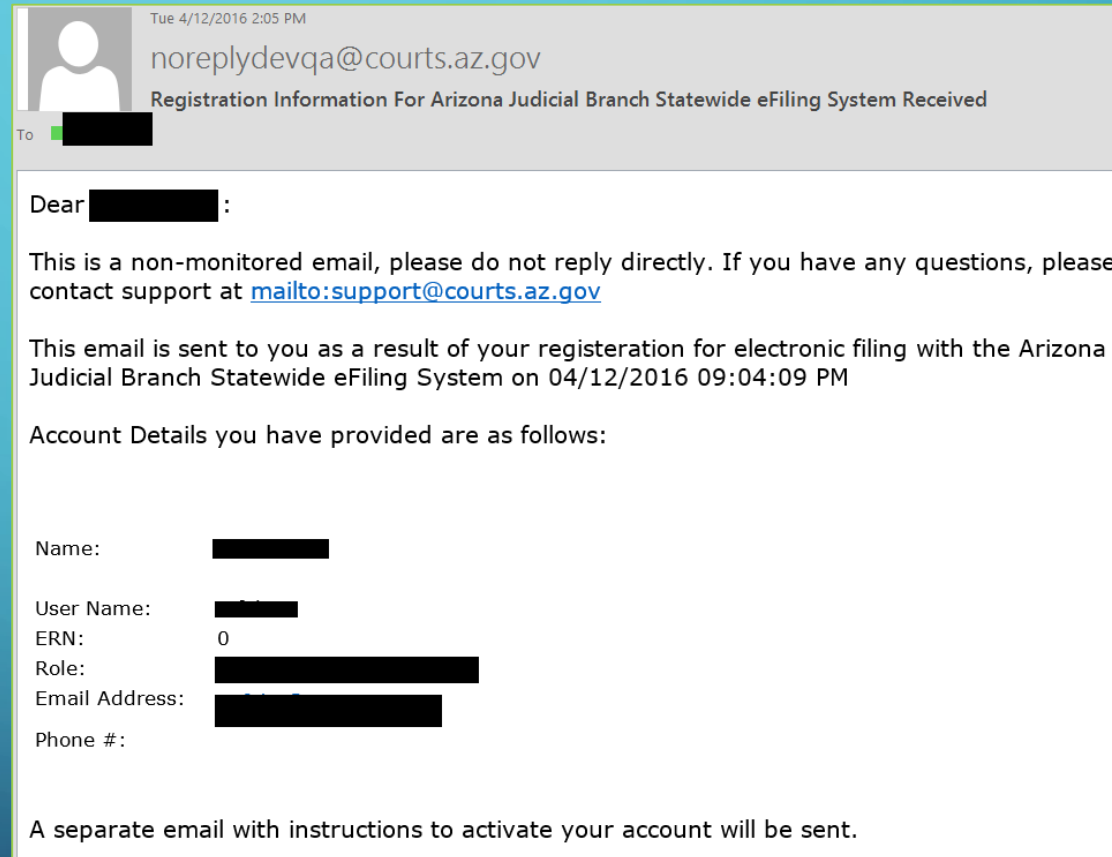
Once the Administrative Office of the Courts (AOC) has received your registration and depending on court processes, your registration will either be manually approved or denied, or, your registration will be automatically approved

ACCOUNT APPROVAL BY THE ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

Some Courts require a manual registration approval process to be done by the AOC.
If this is the case...

After you click REGISTER,
you will receive an email
at the address given
during registration

This email will list
information you
added during the
registration process

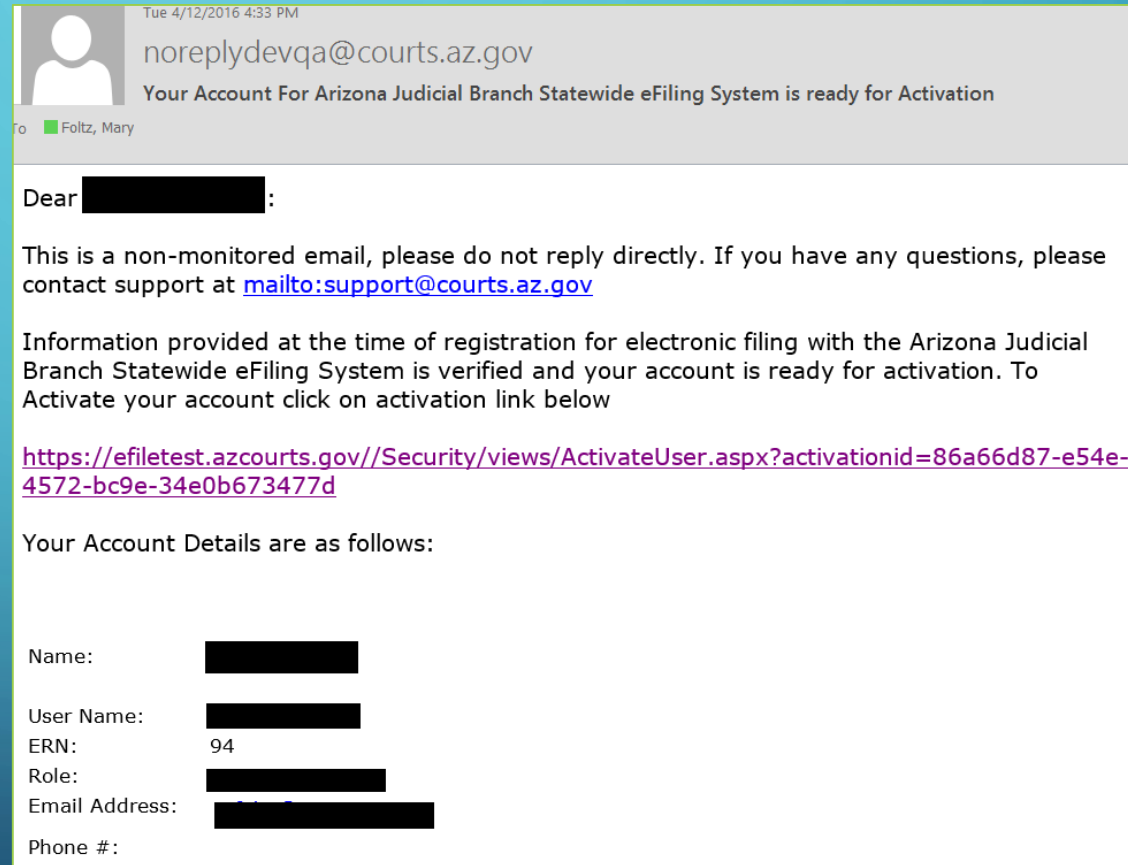


AUTOMATIC ACCOUNT APPROVAL

Some Courts will not require manual approval of your registration by the AOC (this is the norm). If this is the case...

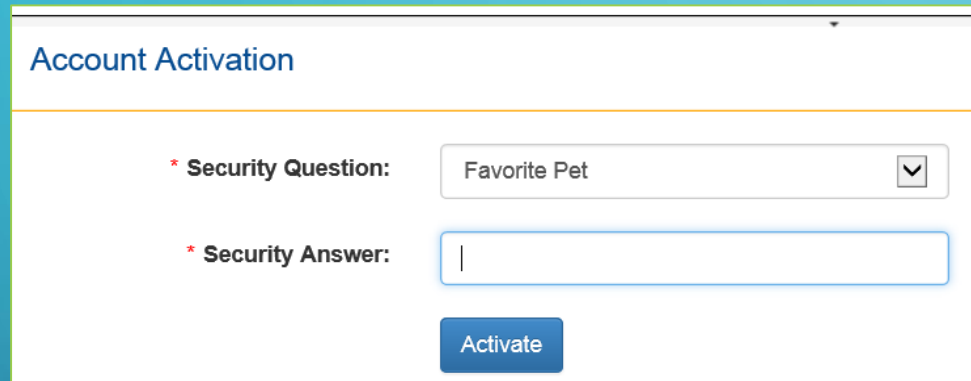
After you click REGISTER, you will receive an email at the address entered during registration

This email will list the information added during the registration process along with a link to activate the account.



Once your registration has been processed, you will receive the following email...

Click on the activation link



The screenshot shows a web form titled "Account Activation". It contains two main input sections: "Security Question" and "Security Answer". The "Security Question" dropdown menu is set to "Favorite Pet". The "Security Answer" is a text input field. Below these fields is a blue "Activate" button.

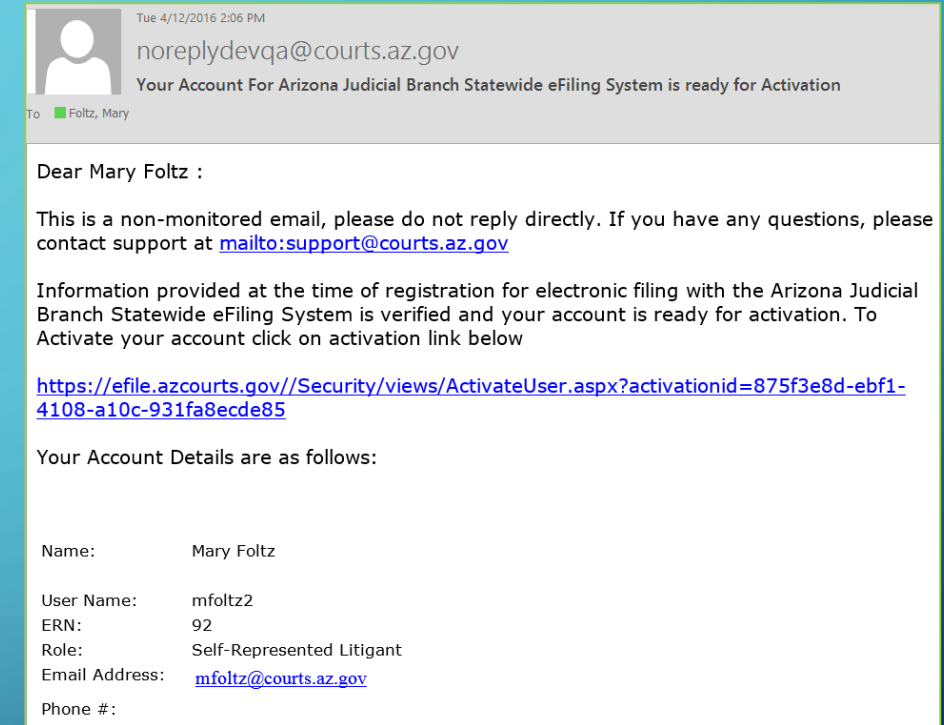
Account Activation

* Security Question: Favorite Pet

* Security Answer:

Activate

You will be taken back to eFileAZ to activate your account by entering in the answer to your Security Question.



If your registration was denied, you will receive a registration account denied email

YOU ARE NOW A REGISTERED ORGANIZATION!!



You can now set up:

- Payment tokens
- Proxies

You can also:

- Edit organization information
- Manage users
- Associate Unaffiliated Users

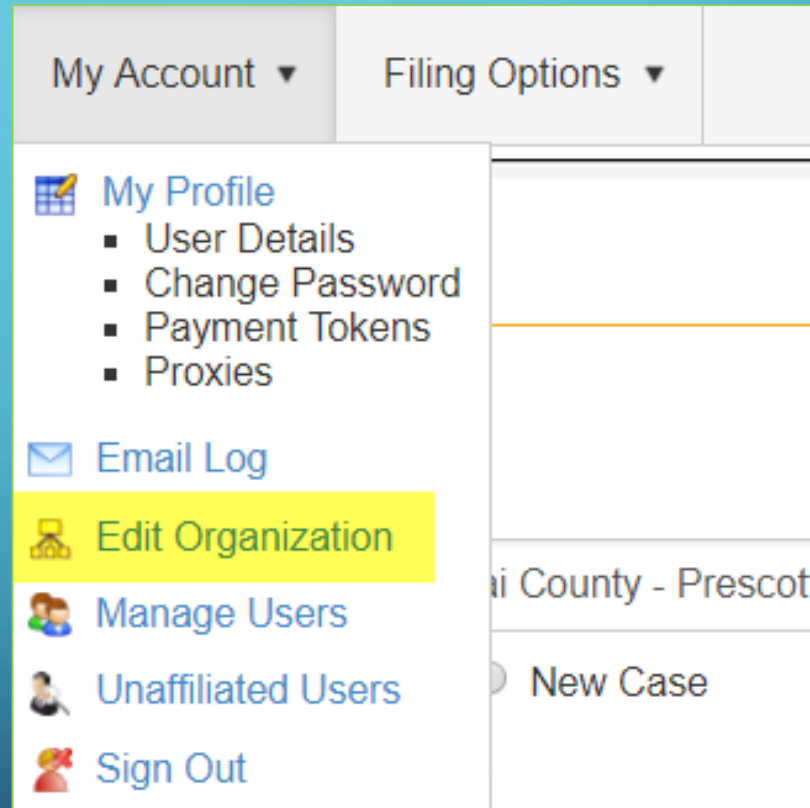
PAYMENT TOKENS

- eFileAZ features a payment token process that allows users to save credit card information using a payment method where the credit card number is replaced with a surrogate value called a token
- These tokens are then assigned to users and are used instead of entering credit card information
- Storing tokens instead of credit card numbers and assigning them to users is more secure than entering in a credit card as it reduces the amount of cardholder data in the eFileAZ environment

SETTING UP A TOKEN

As an administrator, click on the MY ACCOUNT dropdown


Click on EDIT ORGANIZATION



Organization Profile


Information Payment Tokens

Payment Tokens

 Add Payment Token

At the ORGANIZATION PROFILE screen, click on the PAYMENT TOKENS tab and then ADD PAYMENT TOKEN

You will then be taken to the payment provider's screen

 Arizona Judicial Branch

Register Card

Payment Information

☐ Credit Card ☒ Checking/Savings Account

Card Type
MasterCard

Card Number
Enter Card Number

Billing Information

☐ Billing address is an international address

Organization Name
Enter First Name

OR

First Name

Billing Information

☐ Billing address is an international address

Organization Name

Enter First Name

OR

First Name

Enter First Name

Last Name

Enter Last Name

Street

Enter Street

City

Enter City

BILLING INFORMATION
Enter the billing name and address for the person the payment method belongs to

Payment Information

Credit Card

Checking/Savings Account

Card Type

MasterCard

Card Number

Enter Card Number

CVV Code

Enter CVV Code

Expiration

11

2016

Card Description

Enter Card Description

PAYMENT INFORMATION

CREDIT CARD

- Card type
- Credit card number
- CVV Code
- Card expiration date
- Card Description – nickname for the card

CHECKING/SAVINGS ACCOUNT

- Account Name
- Account Number
- Account Type
- Check number (optional)
- Account Description

Click **SUBMIT INFORMATION**




Once all information is filled out,
click SUBMIT INFORMATION

Back

Submit Information

You will be returned to the ORGANIZATION PROFILE screen in eFileAZ where
you can now assign the token to individuals in the organization


Organization Profile


Help   

Information

Payment Tokens

Payment Tokens

 Add Payment Token

<input type="checkbox"/> Delete All	Type	Nick Na...	Card/Account	Billing Information	Active	Last Updated Time	Last Updated By
	Card	mary's card	visa *****1111 11 2025	Mary Foltz Attorney Law Firm 123 Oak Lane Phoenix AZ 85007	<input checked="" type="checkbox"/>	2017-07-28T08:09:50.547	Mary Foltz

ADDING TOKENS TO INDIVIDUAL USERS


While in the ORGANIZATION PROFILE/PAYMENT TOKENS tab,
click on the hyperlinked credit card number in the
CARD/ACCOUNT column


Organization Profile

Information

Payment Tokens

Payment Tokens

 Add Payment Token

<input type="checkbox"/> Delete All	Type	Nick Na...	Card/Account
	Card	mary's card	visa **** * 1111 11 2025

A list will appear with organization users that have activated their accounts.

Once all selections have been made, click UPDATE.

The selected users will now be able to use the assigned token during payment

Users

<input type="checkbox"/> Select All	User
<input checked="" type="checkbox"/>	Attorney, My
<input checked="" type="checkbox"/>	Dalton, Summer Fest
<input type="checkbox"/>	Foltz, Mary
<input type="checkbox"/>	Foltz, Mary
<input type="checkbox"/>	Foltz, Mary
<input checked="" type="checkbox"/>	James, Barbara
<input checked="" type="checkbox"/>	Noble, Donna
<input checked="" type="checkbox"/>	Price, Jim
<input checked="" type="checkbox"/>	Staff, Law Firm

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Update

SETTING UP PROXIES

- A proxy is a person who has been given permission by another person to file on their behalf.
- This is used when, after login and in the FILER tab in eFileAZ, the person submitting clicks the dropdown next to SUBMITTING ON BEHALF OF and selects the person they are submitting on behalf of.


The screenshot shows the eFileAZ FILER tab interface. At the top, there is a navigation bar with icons and labels for 'Filer', 'Case Information', 'Case Participants', 'Documents', 'Fees and Payments', and 'Review and Submit'. Below this, a yellow box highlights the '* Submitting on Behalf of:' label next to a dropdown menu. The dropdown menu is open, showing two options: 'Tester, Attorney' (highlighted in green) and 'Foltz, Mary' (highlighted in yellow). Below the dropdown, a grey box labeled 'Submitted by' is visible. Further down, there are input fields for 'ID Number:' (123456) and 'ID State:' (Arizona). At the bottom, there are four input fields: '* First:' (Name: Attorney), 'Middle:' (Middle Name), '* Last:' (Tester), and 'Suffix:' (a dropdown menu).










Click on the PROXIES tab on the MY PROFILE page





My Profile Help   

User Details Change Password Payment Tokens **Proxies** Can Submit For

User(s) that can submit on my behalf

 Add Proxy

<input type="checkbox"/> Remove All	Name 	Role 	Affiliation 	ID # 	Primary Email 	Primary Phone 
 Remove	Price, Jim	Attorney	Unaffiliated Users	AZ 1001	<div></div>	
 Remove	Tester, Exempt	Attorney – Internal Counsel for a State Agency	Unaffiliated Users	AZ 999999	mfoltz@courts.az.gov	555-555-5555
 Remove	Tester Esq., Exempt	Attorney – Internal Counsel for a State Agency	Unaffiliated Users	AZ 555555	exempttest@outlook.com	111-111-1111

  **1**  

1 - 3 of 3 items

This tab lists all of the eFileAZ users who you have given permission to submit on your behalf

To set up a new proxy, click ADD PROXY

A proxy must be a registered user in eFileAZ

Type in the last name of the person and click SEARCH. If it is a common last name you may want to add the first name. For an attorney, if you know the Bar Number, enter the number in the BAR NUMBER field

Search Registered Filers

* Last Name:

First Name:

Bar Number:

Search

Select	Name	Filer Role	Affiliation	ID #	Primary Email	Primary Phone
No Matching Entries Found						

Select

Cancel

Select the user from the list and click SELECT

Search Registered Filers

* Last Name: First Name:

Bar Number:


Search





Select	Name	Filer Role	Affiliation	ID #	Primary Email	Primary Phone
<input type="checkbox"/>	Tester Esq., Exempt	Attorney – Internal Counsel for a State Agency	Unaffiliated Users	AZ 555555	exempttest@outlook.com	111-111-1111
<input checked="" type="checkbox"/>	Tester, Attorney	Attorney	Unaffiliated Users	AZ 951753	multipletest@outlook.com	
<input type="checkbox"/>	Tester, Attorney	Attorney	Unaffiliated Users	AZ 951753	multipletest@outlook.com	

The newly created proxy will appear on the USERS THAT CAN SUBMIT ON MY BEHALF listing

User Details | **Change Password** | **Payment Tokens** | **Proxies** | **Can Submit For**

User(s) that can submit on my behalf




 [Add Proxy](#)

<input type="checkbox"/> Remove All	Name	Role	Affiliation	ID #	Primary Email	Primary Phone
 Remove	Price, Jim	Attorney	Unaffiliated Users	AZ 1001	JPrice@courts.az.gov	
 Remove	Tester, Exempt	Attorney – Internal Counsel for a State Agency	Unaffiliated Users	AZ 999999	mfoltz@courts.az.gov	555-555-5555
 Remove	Tester Esq., Exempt	Attorney – Internal Counsel for a State Agency	Unaffiliated Users	AZ 555555	exempttest@outlook.com	111-111-1111
 Remove	Tester, Attorney	Attorney	Unaffiliated Users	AZ 951753	multipletest@outlook.com	

USERS THAT YOU CAN SUBMIT ON BEHALF OF

My Account ▾

Filing Options ▾

Help   

User Details

Change Password

Payment Tokens

Proxies

Can Submit For

User(s) that can you can submit on behalf of

Name ▾	Role ▾	Affiliation ▾	ID # ▾	Primary Email ▾	Primary Phone ▾
Foltz, Mary	Attorney	Foltz Law	AZ 456456	mfoltz@courts.az.gov	

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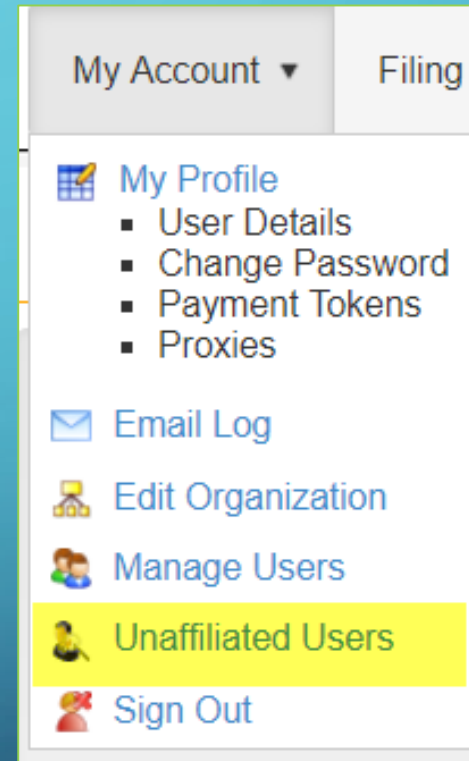
1 - 1 of 1 items

This tab lists other registered eFileAZ users who have set you up as a proxy and that you can file for on their behalf

ASSOCIATING A USER NOT AFFILIATED WITH THE ORGANIZATION

This is used if an attorney or other person not employed by the organization has been given permission to submit on behalf of the organization. This also can be used for those in the firm who registered individually and need to be associated with the organization

Click on MY ACCOUNT and then
UNAFFILIATED USERS



Enter the person's LAST NAME (required).

You may narrow the search by adding FIRST NAME, FILER ROLE, PRIMARY EMAIL, and STATUS

Unaffiliated Users

*** Last Name:**

tester

First Name:

Filer Role:

Primary Email:

Primary Email

Status:

☐ Active ☐ InActive ☒ Both

Search

Click SEARCH

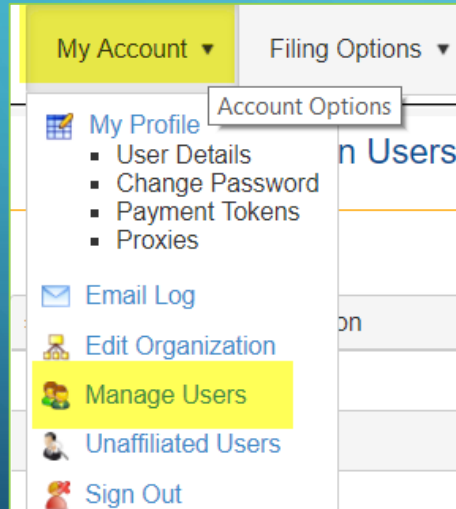
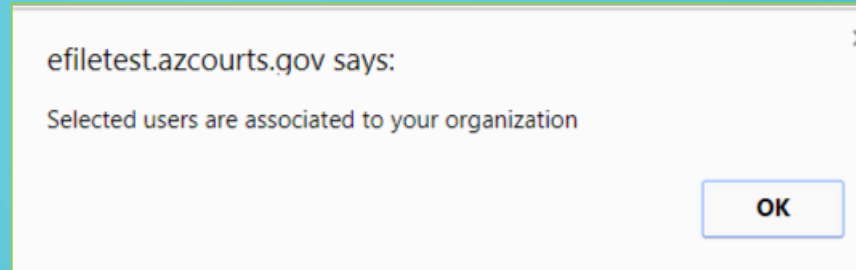
Associate

Select	Name	UserType	BarNumber	PrimaryEmailAddress	PrimaryPhoneNumber	StatusDescription
<input type="checkbox"/>	Tester Esq., Exempt	Attorney	AZ 555555	exempttest@outlook.com	111-111-1111	Active
<input type="checkbox"/>	Tester, Attorney	Attorney	AZ 951753	multipletest@outlook.com		Active
<input type="checkbox"/>	Tester, Attorney	Attorney	AZ 951753	multipletest@outlook.com		Active
<input type="checkbox"/>	Tester, Exempt	Attorney	AZ 999999	mfoltz@courts.az.gov	555-555-5555	Active
<input type="checkbox"/>	Tester, Individual	Self-Represented Litigant		mfoltz@courts.az.gov		Active

1

1 - 5 of 5 items

A message will appear notifying you the selected users have been associated to your organization. Click on OK



To view the associated user, click on the MY ACCOUNT dropdown and select MANAGE USERS. The new user will appear in the grid. You will also be able to assign payment tokens to the user.

WEBSITE AND CONTACT INFORMATION

- <https://efile.azcourts.gov>
- AOC Support Center
 - Available Mon-Fri 7:00am-6:00pm
 - 602-452-3519 or 800-720-7743



